

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 12, 2012 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair; Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund
Excused: Guy Zima
Also Present: Executive Troy Streckenbach, Supervisors Andrews, Buckley, Dantinne, Fleck, Kaster, Schuller, Tumpach, VanVonderen
Corporation Counsel John Luetscher, Attorney Fred Mohr
Deb Klarkowski, Carolyn Maricque, Kathy Williquette, Kerry Blaney, Brian Lamers, Doug Marsh, Lynn Stainbrook
Library Board – Terry Watermolen, Kathy Pletcher, John Hickey
Rob Strong – City of Green Bay, Reps from the Lodging Association
Other Interested Parties, Media

I. **Call Meeting to Order:**

The meeting was called to order by Chair Mary Scray at 5:33 p.m.

ii. **Approve/Modify Agenda:**

Items were taken out of order although shown in proper format here.

Motion by Supervisor Lund, seconded by Supervisor Erickson to approve the agenda as amended. MOTION UNANIMOUSLY APPROVED

III. **Approve/Modify Minutes of February 9, 2012:**

Motion by Supervisor DeWane, seconded by Supervisor Lund to approve the minutes. MOTION UNANIMOUSLY APPROVED

1. **Review of Minutes:**

a. **Facility Master Plan Subcommittee (December 14, 2011)**

Motion by Supervisor Lund, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED

Communications:

2. **Communication from Supervisor Erickson re: Solutions for KI Funding: Allow VCB to use the 2% room tax and renegotiate PMI lease with Brown County. Brown County now has approximately \$850,000 in extra funds: #1 Pledge \$5,000,000 to City of Green Bay with 20 year payments of \$250,000 annually total pledge of \$5,000,000 or #2 Pledge \$5,000,000 to City of Green Bay with 20 payments of \$350,000 annually to cover \$5,000,000 pledge and \$200,000 n bond interest total pledge of \$7,000,000.**

See discussion on item #24 on the agenda

Moved by Supervisor DeWane, seconded by Supervisor Evans to receive and place on file. MOTION UNANIMOUSLY APPROVED

3. **Communication from Supervisor Evans re: Brown County will commit to making the payments to retire a twelve million dollar borrowing by the City of Green Bay to finance the KI expansion project. These payments will e from the excess room tax stabilization fund until the existing bonds are retired on or about 2020. Furthermore, when the existing bonds are paid off, the room tax reverts to the local municipalities which the City of Green Bay will use to pay off the KI expansion borrowing Upon approval of the above by the Brown County Board, all affected municipalities will approve a 2% room tax increase to be designated for the VCB. *This communication replaced Evans Communication that was held in February.***

See discussion in item #24 on the agenda

Moved by Supervisor Lund, seconded by Supervisor Evans to receive and place on file. MOTION UNANIMOUSLY APPROVED

4. **Communication from Supervisor VanderLeest re: Request to review the prescription drug program cost changes and to review the cost changes in 2012. *February Motion: Hold for one month:***

Supervisor VanderLeest not present. Chair Scray pointed out that the prescription drug program was approved by the County Board.

Moved by Supervisor Erickson, seconded by Supervisor Brunette to receive and place on file. MOTION UNANIMOUSLY APPROVED

5. **Communication from Supervisor Dantine re: To look into changing Chapter 4 for Public Works Employees and start the work week at 7 a.m. Monday instead of Sunday at midnight for more equitable management of overtime. *Referred from February County Board:***

Supervisor Dantine addressed the committee relative to concerns he has with the start of the work week for Public Works employees on Sunday rather than Monday, citing various issues that arise with budget and overtime costs. Further discussion by the committee resulted in a suggestion to refer to PD&T.

Moved by Supervisor Erickson, seconded by Supervisor Lund to refer to Planning, Development, & Transportation Committee to discuss revising Chapter 4 related to start of work week. MOTION UNANIMOUSLY APPROVED

Also discussed was billable hours for equipment, and it was questioned whether a flat rate system would be better. This item was also referred to PD& T for further debate. Supervisor Dantine agreed to invite the various municipal leaders who may be affected to this meeting.

Moved by Supervisor Erickson, seconded by Supervisor Lund to refer to the Planning, Development, & Transportation Committee to discuss flat rate billable hours for Highway equipment (trucks).

MOTION UNANIMOUSLY APPROVED

6. **Communication from Supervisor Zima re: Letter from James Servais, Suamico resident, objecting to the religious prayers opening Brown County Board meetings. Referred from February County Board:**

Moved by Supervisor Evans, seconded by Supervisor DeWane to receive and place on file. MOTION UNANIMOUSLY APPROVED

Legal Bills:

7. **Review and Possible Action on Legal Bills to be Paid:**

Motion made by Supervisor Lund seconded by Supervisor Brunette to approve payment of legal bills. MOTION UNANIMOUSLY APPROVED

Referred from Admin:

8. **Discussion of the Chapter 4 modifications and the effects on departments that operate 24 hours per day, seven days per week. *February Motion: To hold for one month, bring back recommendations:***

Recommended changes to Chapter 4 were distributed to the committee (attached). They involved the following:

- 4.28 – Job Posting
- 4.49 – Extra Pay
- 4.57 – Policy (Overtime)
- 4.65 – Holidays
- 4.68 – Bereavement Leave
- 4.85 – Corrective Discipline
- 4.93 – Grievance Procedure

A request was made that the changes be given to employees for their review before going for final approval to the County Board.

Motion by Supervisor Lund, seconded by Supervisor Erickson to open the floor for interested parties to speak. MOTION UNANIMOUSLY APPROVED

Heather Tiedtke – North Platten Street, Green Bay

Ms. Tiedtke, an employee of the 911 Center, asked and was given clarification regarding the Easter Holiday. She also brought forward her concerns regarding the specific pay periods and how it effects her overtime if she works two days in one pay period, and 3 in another. She asked why there could not be floating weeks. Supervisor Erickson indicated this is really a scheduling issue and suggested there be discussion with department heads to correct this problem.

Motion by Supervisor Erickson, seconded by Supervisor Lund to return to regular order of business. MOTION UNANIMOUSLY APPROVED

Moved by Supervisor Evans, seconded by Supervisor Lund to support the recommended changes to Chapter 4, with the caveat that Human Resources send to employees for their review before the next County Board meeting. MOTION UNANIMOUSLY APPROVED

Reports:

9. County Executive Report:

a. Discussion on consideration of salary for Public Works Director Position:

County Executive Streckenbach informed the committee of the difficulty there has been with hiring a Public Works Director due to the salary that is being offered, currently in the range of \$87,000 to \$104,000. Deb Klarkowski noted that many Public Works Directors are receiving \$98,000 to \$160,000 in their current positions. Streckenbach stated he may be coming back with a request to raise the range if a qualified candidate cannot be found.

Moved by Supervisor DeWane, seconded by Supervisor Erickson to receive and place on file. MOTION UNANIMOUSLY APPROVED

10. Closed Session – Moved to end of agenda.

11. Human Resources Report:

a. Resolution re: Establishing the Salaries of Certain Elective Officials:

Kerry Blaney and Kathy Williquette distributed salary survey information for the positions of Treasurer and Register of Deeds for the years 2012 to 2016 for the counties of Brown, Outagamie, Kenosha, Winnebago, Rock, Ozaukee, and Columbia. This information (attached) shows that Brown County pays on the low end for these positions (\$67,700) and has the largest population. Additional information was distributed by Human Resources covering salaries for these same positions in other counties, some with more or less population. Blaney and Williquette pointed out the responsibilities of their positions, both which are revenue producing departments.

Supervisor Brunette opined that the \$67,700 presently paid is an adequate salary with good benefits for these elected positions and Chair Scray agreed.

Moved by Supervisor Brunette, seconded by Supervisor Evans to leave the salary for elected officials at \$67,700 for four years.

Supervisor DeWane felt if the salary were increased and the positions became vacant, chances of finding qualified persons would increase. Further discussion resulted in a motion by substitution.

Motion by substitution by Supervisor Erickson, seconded by Supervisor Lund to change the present salary for elected officials from \$67,700 to \$69,000 for the years 2013-2016.

When asked how Erickson reached this amount, he explained that it would be a \$1300 annual increase, the same over the four year period, and is within guidelines.

When asked by Supervisor Dantine if these department heads ever receive reviews, he was told no, nor are there any job descriptions. Lund pointed out they are elected positions and state statute sets the qualifications.

Executive Streckenbach complimented the two department heads for the progressive work they have done and the savings they have brought the county.

Ayes: DeWane, Erickson, Evans, Lund

Nays: Brunette, Scray

MOTION APPROVED 4-2

12. Review of Purchasing Policy:

Chair Scray stated it has been brought to the attention of the committee that the new Purchasing Policy takes the Board out of the appeals process.

Corporation Counsel John Luetscher explained that there is nothing in previous policy that states that Requests for Proposals have an appeal right, although it was done as a practice. The purchasing division has their arguments as to why an appeal is not necessary and therefore, it was suggested that discussion on this matter be brought before the Administration Committee.

Moved by Supervisor Lund, seconded by Supervisor Brunette to refer to the Administration Committee to discuss the drafting of a Resolution or Ordinance relative to Purchasing. MOTION UNANIMOUSLY APPROVED

Vacant Budgeted Positions (Request to Fill):

Moved by Supervisor DeWane, seconded by Supervisor Lund to take #'s 13 to 22 together. MOTION UNANIMOUSLY APPROVED

- 13. **Courts 1-8 – Office Manager ii – vacated 5/4/12:**
- 14. **Human Services – Benefits Specialist – vacated 3/5/12:**
- 15. **Human Resources – HR Analyst – vacated 3/22/12:**
- 16. **Human Resources – Social Worker/Case Manager (Adult LTC) x 2 – both vacated 2/22/12:**
- 17. **Public Works – Facility Management – Facility Worker – vacate date TBD:**
- 18. **Public Works – Highway – Chief Mechanic – vacated 2/26/12:**
- 19. **Public Works – Highway – Engineering Technician I – vacated 2/19/12:**
- 20. **Public Works – Highway – 1st Mechanic – vacated 2/26/12:**
- 21. **Public Works – Highway – Highway Laborer x 2 – vacated 12/19/11 & 1/23/12:**
- 22. **Sheriff's Department – Garage Mechanic – vacated 1/1/12:**

Motion by Supervisor DeWane, seconded by Supervisor Lund to approve Vacant Budgeted Positions #'s 13 to 22.

MOTION UNANIMOUSLY APPROVED

Resolutions and Ordinances:

23. **Resolution re: To assist the City of Green Bay with KI Expansion Project:**
See discussion in item #24.

Motion by Supervisor Erickson, seconded by Supervisor Lund to receive and place on file. MOTION UNANIMOUSLY APPROVED

24. **Resolution re: To assist the Green Bay Redevelopment Authority with the KI Expansion Project:**

Supervisors Evans and DeWane, supporters of the efforts to fund the expansion of the KI Convention Center, noted how the plan that has come from the City of Green Bay will allow Green Bay to hold larger conventions than in the past and be competitive with other Wisconsin cities. The project would also create construction jobs and later contribute up to \$4 million to the local economy per year.

The proposal before the committee commits surplus revenue from the tax on hotel and motel rooms for use on the KI project. The proposal still needs the approval of the full County Board and the Green Bay City Council. Under the proposal municipalities would increase their room tax from 8 to 10% with construction beginning by 12/1/2013. Susan Garrett of the VCB confirmed that communities have given their support. In addition, Warren Wanezk, President of DGBI, stated that this group is behind the project.

Discussion by the committee resulted in some concern this project could create roadblocks for other County projects, however, Executive Streckenbach assured the project would not tie up funding that would be used to maintain the Resch Center complex or those projects that would bolster county marketing efforts through the Convention & Visitor Bureau.

The proposal will take effect only if all municipalities who are party to the Cooperation Agreement increase their room tax to 10%. Streckenbach and Rob Strong of the City explained that Brown County will reach a new agreement this year for the lease and operation of the Veteran's Memorial Complex. The resolution addresses this and the committee asked that the agreement be in effect by June 1, 2012.

Motion by Supervisor DeWane, seconded by Supervisor Evans to add the date of June 1st, 2012, to page 4, item b related to "Brown County reaches a new agreement in 2012 for the lease and operation of the Veteran's Memorial Complex by June 1st, 2012. MOTION UNANIMOUSLY APPROVED

Also of debate was the last paragraph on page 3 of the resolution which states, "BE IT FURTHER RESOLVED that the County's election to direct Surplus Net Tax Revenue to the RDA for payment of debt service for the KI Expansion Project shall continue until the aggregate total of payments to the Green Bay RDA equals \$_____, at which time payments for the KI Expansion Project shall end and the County shall be free to use Surplus Net Tax Revenue as permitted by the Cooperation Agreement; and". . .

Chair Scray indicated she would be more comfortable with a cap. If the County were to consider a cap, Rob Strong asked that it be set high enough not to tie the hands of the City, suggesting \$12 M, although preferred it be left blank. The city plans to use the room tax money to pay as much of the KI expansion down as possible. Strong pointed out that in order to provide security to the County a \$5 million stabilization fund will be set up as a backup.

Motion by Supervisor Evans, seconded by Supervisor DeWane to strike the last paragraph on page 3. MOTION UNANIMOUSLY APPROVED

(On March 13, 2012 Supervisors Lund and Erickson asked for reconsideration of their vote from Aye to Nay – Communication from Corporation Counsel, John Luetscher attached).)

Motion by Supervisor Evans, seconded by Supervisor DeWane to strike the last paragraph on page 3.

Ayes: Brunette, DeWane, Evans, Scray

Nays: Erickson, Lund

MOTION APPROVED 4-2

Motion by Supervisor DeWane, seconded by Supervisor Evans to approve the Resolution to assist the Green Bay Redevelopment Authority with the KI Expansion Project as amended. MOTION UNANIMOUSLY APPROVED

Attachments – Endorsement of KI Convention Center Expansion by the Green Bay Electrical Workers; and by Carpenters Local 1146

(Supervisor DeWane excused 8:15 p.m.)

25. **Resolution re: To approve Tower and Ground Space License Agreement:**
Brown County is currently installing a new public safety communications system which requires the County to install towers and equipment on existing towers and other structures. The Public Safety Communications Department has negotiated a License Agreement for space on an existing tower owned by US Cellular in the Town of New Denmark. The agreement requires the County pay a fee of \$6,000 the first year with annual increases of 4% above the license fee up to 20 years.

Motion by Supervisor Lund, seconded by Supervisor Erickson to approve. MOTION UNANIMOUSLY APPROVED

26. **Initial Resolutions Authorizing the Issuance of Not to Exceed \$9,400,000 Corporate Purpose General Obligation Bonds of Brown County Wisconsin in One or More Series at One or More Times:**

The 2012 Bond Resolution in the amount of \$9,400,000 includes the following breakdown:

- \$1,530,000 – Central Library Renovation (summary attached)
- \$6,192,000 – Highway Projects
- \$1,678,000 - Interoperable Radios

Library – Library Board members Terry Watermolen, John Hickey, and Kathy Pletcher addressed the committee regarding the Central Library renovation. Supervisor Erickson confirmed with Corporation Counsel John Luetscher that committing to the \$1.5 million does not commit to future bonding. He asked if a document exists for repair and Facility Manager Doug Marsh presented the master blueprint which he stated was done by Boldt in 2009. When discussing whether it would cost less to build, Marsh stated that previous studies show that the structure is very solid, that the operating systems need to be replaced, and that it be made ADA compliant. A new building would cost in excess of \$30 million, with the renovation estimated at \$17 million.

Supervisor Kaster asked about the 3rd floor space and was told that it is rented by the Nicolet Federated Library Board, bringing in approximately \$100,000 annually.

Highway – Supervisor Kaster stated that he was against the widening of GV to the extent planned – median, bike and walking lanes, that he would not support the bonding. Executive Streckenbach indicated that he has met with the leaders of Bellevue and Ledgeview, pointing out that both communities have supported the design plan which began in the mid 1990's.

**Moved by Supervisor Evans, seconded by Supervisor Brunette to approve the resolution authorizing the Issuance of Not to Exceed \$9,400,000 Corporate Purpose General Obligation Bonds of Brown County Wisconsin in One or More Series at One or More Times.
MOTION UNANIMOUSLY APPROVED**

Internal Auditor – No agenda items

Board of Supervisors – No agenda items

10. **Labor Attorney Report:**

- a. **Closed Session pursuant to Wis. Stats. 1.85 (1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Health Insurance Strategy):**
- b. **Closed Session pursuant to Wis. Stats. 10.85 (1) (g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Prohibited Practice Complaints and Arbitrations):**

**Motion by Supervisor Lund, seconded by Supervisor Erickson to enter into closed session at 9:15 p.m. Roll Call: Present – Brunette, DeWane, Erickson, Evans, Lund, Scray. Excused - Zima
MOTION UNANIMOUSLY APPROVED**

(Recording Secretary excused at 9:15 p.m.)

**Motion by Supervisor Lund, seconded by Supervisor Erickson to return to regular order of business at 9:30 p.m. Roll Call:
Present – Brunette, DeWane, Erickson, Evans, Lund, Scray
Excused – Zima MOTION UNANIMOUSLY APPROVED**

27. **Other Such Matters:**

- Letter from the Green Bay Press Gazette regarding candidates in contested races for County Board (attached)

Motion made by Supervisor Lund, seconded by Supervisor Erickson to adjourn at 9:30 p.m. MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel
Recording Secretary

CHAPTER 4 CHANGE RECOMMENDATIONS

4.28 Job Posting

Existing position vacancies will be posted internally and/or externally ~~when deemed advisable~~ by the Human Resources Department to allow qualified applicants to apply. There may be circumstances a department, upon approval from the Human Resources Department, shall post vacancies internal to the department prior to posting to all County employees or to the public.

4.49 Extra Pay

(1) Shift Differentials. Regular part-time and full-time employees may be eligible for additional pay for working non-standard hours. Positions that require 24 hour/7 day coverage will receive shift differential for hours ~~worked on a second or third shift when the hours fall between 5:00 3:00 pm to and~~ 7:00 am. Shift differentials for other departments depend on the job classification of the employee and will be paid in accordance with County policy.

(2) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, upon approval of the Department Head. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.

(3) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager and notification to the County Executive. The Human Resources Manager will recommend the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager.

(4) Increased Pay for Work of another Classification. In certain cases an employee is eligible to receive increased compensation while performing the work of another classification:

(a) Foreman or leaderworker duties: If employees assume these duties and work at least one (1) full day at that level.

(b) Training Officer Pay: Perform on the job training and evaluations of new hired employees. (Telecommunicator and Correctional Office)

4.57 Policy (Overtime)

(1) Each position is designated as either Non-exempt or Exempt from the Federal Fair Labor Standards Act and state wage and hour laws. Employees in non-exempt positions shall be compensated or receive compensatory time at a rate of one and one-half times normal pay for hours worked in excess of forty (40) hours in any work week. Exceptions to this include but are not limited to hospitals/health care field, law enforcement, and emergency services personnel. All time worked is subject to rounding rules.

(2) All overtime or compensation time must be authorized by the Department Head or supervisor and is subject to budgetary limitations. Any paid or unpaid leave will not count as hours worked for overtime or compensatory time calculations. All overtime and compensatory time accruals will be reviewed periodically by the Human Resources Manager. Overtime shall be kept to a minimum and shall be utilized to relieve specific occasional peak workloads or for work necessity, and is not intended as a convenience or benefit for the employee.

(3) No employee may start work before the appointed time, work through breaks, or work past the appointed time without prior authorization. Employees are not allowed to accumulate work hours more than 15 minutes before their appointed starting time, during breaks, or 15 minutes past the appointed quitting time.

~~(4) Employees are not eligible for overtime hours on days where the employee is being compensated for non-work hours (e.g., vacation, casual day, personal day, etc.). Management may waive this requirement due to an emergency.~~

4.65 Holidays

(1) Eligible employees, ~~except those assigned to a 24/7 schedule~~, who have been employed for a period of thirty (30) days shall receive a full day's pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. In addition to these holidays, the last half of the workday (4 hours) of Christmas Eve, New Year's Eve, and Good Friday shall also be observed as holidays with pay. For employees who work Monday through Friday schedules, if any of the above mentioned holidays fall on Saturday, the preceding Friday will be observed and if the holiday falls on Sunday, the following Monday will be observed or as determined by the County. For compensation for the half day holiday, employees must first work the first half of their work day before holiday pay commences.

~~(2) Non-exempt hourly and exempt salaried employees scheduled to work and who actually work on the observed holiday will receive compensation at two times (double) their regular rate of pay for actual hours worked.~~

(2) Employees who are assigned to work a 24/7 schedule will receive their normal pay for the week during which a holiday falls. If an employee is scheduled to work on a holiday, the employee shall receive one and one-half (1-1/2) times their normal rate of pay for hours worked in addition to their normal pay.

(3) When a non-exempt hourly and exempt salaried employee is required to work on an observed holiday that falls on their regularly scheduled day off, these employees will be paid at twice their regular rate of pay per hour for actual hours worked. The number of hours paid for the holiday is equal to the number of hours the department would have normally scheduled an employee to work had it not been a holiday.

(4) For purposes of compensation of holidays under this section, holidays will be deemed to commence and end at midnight for employees that do not work 24/7 schedules. For employees in 24/7 positions, the holidays will commence at the beginning of the first shift which occurs on the holiday and end at the completion of the last shift which commences on the day of the holiday. (For example, those employees who work 7a-3p, 3p-11p, and 11p-7a will receive holiday pay between 7am on the holiday to 7am on the day after the holiday).

(5) Personal Days.

(a) Eligible employees who have been employed for a period of thirty (30) days who work Monday through Friday schedules, twenty-four (24) hours personal time [twenty-two and one-half (22.5) hours for employees regularly scheduled to work seven and one-half (7.5) hour days] shall also be observed as a holiday, to be taken as mutually agreed upon between the employee and supervisor. In addition, the day after Thanksgiving will be observed as a personal day with pay.

4.68 Bereavement Leave

~~(1) Whenever a death occurs to a member of the immediate family of an employee, the County shall compensate the employee for any time lost from work during the next five (5) work days. The five (5) work days must be taken within the period starting with the date of death and one of the days must be used to attend the funeral. Should such death occur during the employee's vacation or use of other paid time off, he/she shall receive the additional time off with pay at another time mutually agreed upon by the employee and department. Should the funeral or internment occur at a delayed date (example: winter death, spring internment) the employee may use one (1) of the five (5) days to attend the funeral or internment. Compensation shall be at the regular hourly rate of said employee for a normal work day.~~

(1) Whenever a death occurs to a member of the immediate family of an employee, the employee shall be entitled to a bereavement leave. The bereavement leave will commence on the date of death and continue for up to five (5) work days through the date of internment. If the date of internment occurs after five (5) work days from the date of death, the employee may use one of the bereavement leave days to attend the funeral or internment. In no event shall an employee be entitled to more than five (5) days of bereavement leave. Compensation shall be at the regular hourly rate of said employee for a normal work day.

(2) Immediate family is defined as: wife, husband, father, mother, guardian, sister, and brother, child of employee, grandchildren, grandparents, father-in-law, mother-in-law, step-children, or stepparents.

(3) Employees will be entitled to compensation for one (1) day to attend the funeral of the spouse's grandparents or of a son-in-law or daughter-in-law, brother-in-law or sister-in-law, aunt or uncle of the employee or spouse. In the event an employee is required to act as a pallbearer at the funeral of someone outside of his/her immediate family, he/she shall be granted one (1) day off to do so.

(4) Regular part-time employees are eligible for bereavement days off as stated above, beginning on the succeeding calendar days starting on the date of death. If during this leave the employee has scheduled work days, the employee will be paid for those scheduled work days and hours only. The employee will not be paid for any of these days which are non-scheduled work days. Should any death occur during an employee's vacation he/she shall receive additional time off with pay for any scheduled work day affected at a time mutually agreed upon by the employee and department.

4.85 Corrective Discipline

The purpose of discipline is correcting job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance. Discipline shall be administered in compliance with this Chapter and rules and standards shall be consistently applied. Penalties shall be appropriate to the circumstances. Persons administering corrective discipline shall systematically document the case. Disciplinary actions shall be in writing and include a full description of the alleged infraction and a statement informing the employee of his/her rights under the grievance procedure contained in these Ordinances. An employee may have a representative of his/her choice in attendance during any disciplinary action involving suspension or termination. Records of verbal reprimands shall be maintained in the department files. Copies of written reprimands, suspensions, and terminations shall be provided to the employee, the Human Resources Manager, to the employee's supervisor and kept in the department files. Suspensions and terminations shall be discussed with the Human Resources Manager before such actions are taken. The County Executive will be informed of suspensions and terminations.

Step 4. Within five (5) working days of receipt of the written decision of the arbitrator or impartial hearing officer, either the employee or the Human Resources Manager may appeal the decision of the arbitrator or impartial hearing officer to the Executive Committee of the County Board. The Executive Committee shall thereafter review the written record of the case and allow the employee or his/her representative

4.93 Grievance Procedure

A formal grievance of an employee shall be handled in accordance with the following procedure:

Step 1. The employee shall prepare a written statement setting forth the grievance. The grievance statement shall include a summary of the pertinent facts, the date the event occurred, what steps the employee has taken to informally resolve the grievance, and the remedy requested. Any grievance must be presented at this step within ten (10) working days from the date of the occurrence. Any grievance not timely filed hereunder shall be deemed waived by the employee. The statement should be given to the employee's Department Head. Upon receipt of the written statement, the Department Head shall immediately forward the grievance to the Human Resources Manager. Within five (5) working days thereafter, the Department Head shall meet with the employee and make a reasonable effort to resolve the grievance. If the Department Head is unable to resolve the grievance after the meeting with the employee, the Department Head shall immediately prepare a written response denying the grievance and setting forth the reasons for such denial. The Department Head shall forward the written response to the Human Resources Manager and provide the employee with a copy of such response.

Step 2. If the employee is not satisfied with the Department Head's resolution of the grievance, the employee may, within five (5) working days, present the grievance in writing to the Human Resources Manager. The Human Resources Manager or the Manager's designee shall arrange to meet with the employee and his/her representative, if any, to ascertain the facts surrounding the dispute and shall reply in writing to the employee within five (5) working days thereafter. The decision of the Human Resources Manager shall be final except grievances that address employee terminations, employee disciplines, or workplace safety.

Step 3. In the event the decision of the Human Resources Manager does not satisfy the employee, the employee may, within five (5) working days, present a written request to the Human Resources Manager, for a hearing before an impartial hearing officer. If the grievance involves an employee termination, employee discipline, or workplace safety, the Human Resources Manager shall select an impartial hearing officer by mutual consent with the grieving employee. If the Human Resources Manager and the grieving employee are unable to agree to an impartial hearing officer, the Human Resources Manager shall request a list of available staff arbitrators from the Wisconsin Employment Relations Commission. The Human Resources Manager shall then select an arbitrator from the panel provided by the WERC. The selected arbitrator or mutually agreeable impartial hearing officer shall thereafter hold a hearing on the

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the evidence presented, the arbitrator or impartial hearing officer shall issue a written decision. An arbitrary and capricious standard of review shall be used by the arbitrator or impartial hearing officer.

Step 4. Within five (5) working days of receipt of the written decision of the arbitrator or impartial hearing officer, either the employee or the Human Resources Manager may appeal the decision of the arbitrator or impartial hearing officer to the Executive Committee of the County Board. The Executive Committee shall thereafter review the written record of the case and allow the employee or his/her representative and the Human Resources Manager or his/her designee, to make oral arguments before the Executive Committee on the merits of the case. The Executive Committee shall thereafter deliberate and issue a recommendation in writing either affirming or reversing the decision of the arbitrator or impartial hearing officer. In the event that the Executive Committee recommends a reversal of the decision of the arbitrator or impartial hearing officer, the Executive Committee may include a recommendation as to an alternate solution to the grievance. The Executive Committee shall forward its recommendations to the full County Board. The full County Board shall consider the recommendations of the Executive Committee and allow the grievant and the Human Resources Manager or designee to make arguments to the full Board. After argument, the full County Board shall deliberate and consider the recommendations of the Executive Committee and arguments of the parties before making a final decision on the appeal.

**REGISTER OF DEEDS
SALARY SURVEY 2012-2016**

County	Population	#Real Estate Docs 2010	2012 Salary	2013%	2013 Salary	2014%	2014 Salary	2015%	2015 Salary	2016%	2016 Salary
Brown	246,654	54,351	\$67,700								
Outagamie	172,734	41,693	\$67,624	2	\$68,976.00	2	\$70,356.00	2	\$71,763.00	2	\$73,198.00
Kenosha	162,001	23,394	\$75,281		\$76,304.00		\$77,327.00		\$78,350.00		\$79,373.00
Winnebago	160,593	33,187	\$68,126	1	\$68,807.00	1.5	\$69,839.00	2	\$71,236.00	2	\$72,661.00
Rock	159,153	24,263	\$70,301	0	\$70,301.00	1	\$71,004.00	1.5	\$72,069.00	2	\$73,510.00
Ozaukee	86,321	20,464	\$69,153	3	\$71,227.00	2	\$72,652.00	2	\$74,105.00	2	\$75,587.00
Columbia	55,440	13,759	\$61,182	Adj	\$67,839.00	Flat	\$69,466.00	Flat	\$71,076.00	Flat	\$72,677.00

BROWN COUNTY TREASURER

COUNTY	POPULATION	2012 SALARY	2013 SALARY	2014 SALARY	2015 SALARY	2016 SALARY
BROWN	246,654	67,700				
OUTAGAMIE	172,734	67,624	68,976	70,356	71,763	73,198
KENOSHA	162,001	75,281	76,304	77,327	78,350	79,373
WINNEBAGO	160,593	68,126	68,807	69,839	71,236	72,661
ROCK	159,153	70,301	70,301	71,004	72,069	73,510
OZAUCKEE	86,321	69,153	71,227	72,652	74,105	75,587
COLUMBIA	55,440	69,100	69,100	69,466	71,076	72,677

PLEASE NOTE:

The Treasurer's Office is not on the Tax Levy. The office is a revenue producing department that brings in revenues to off set other department expenditures. In 2011 the office budget was \$2,800,000 in excess of expenses. The office exceeded revenue projections by over \$500,000. This was due to investment performance in a declining interest rate environment and was due to staff diligently working on collection of delinquent taxes.

Brown county is the only County that collects the entire 1st installment of real estate taxes for its municipalities.

The above Counties collect only the 2nd installment of taxes. Where as Brown County Collects both installment of taxes and delinquent taxes.

Treasurer's Office is responsible for the management of the investment portfolio over \$200,000,000.

Over a BILLION DOLLARS of transactions are processed through the Treasurer's Office annually.

In addition, the Treasurer Office is responsible for the annual foreclosure proceedings of approximately 400 parcels which has been increasing annually. The office does all the prep work and filing of foreclosure legal papers with the Clerk of Courts Office.



Carpenters Local 1146 endorses KI Convention Center expansion

Green Bay, WI — At its February 13, 2012, meeting, Carpenters Local 1146 endorsed a proposed \$20 million expansion of the KI Convention Center in downtown Green Bay.

“We are in favor of the expansion of the KI Center provided that prevailing wage rates apply and that it is open and fair bidding,” said Local 1146 representative Steve Dorvinen. “Our Local, which consists of 970 members, supports the project because it will provide much needed jobs for our craftspeople.”

GREEN BAY ELECTRICAL WORKERS

IBEW, Local #158

2970 Greenbrier Road, Green Bay, WI 54311-6532

(920) 432-0158



March 9, 2012

Patrick Evans, District 10
Brown County Board of Supervisors
1692 Nancy Ave.
Green Bay, Wisconsin 54303

RE: Endorsement of KI Convention Center Expansion

Dear Mr. Evans and Brown County Board Supervisors,

IBEW, Local 158 is in favor of the expansion of the KI Convention Center. Our Local which consists of over 500 members supports this project which will bring much needed employment opportunities for our local craftspeople. The investment in this project will bring continued economic growth to the area, new jobs and additional construction projects. We urge the County Board to approve this project.

Sincerely,

Donald C. Allen

Donald Allen
Business Manager

David Jungbluth

David Jungbluth
Business Development

Cc: All County Board Members
Jim Schmitt, Mayor of Green Bay

Giannunzio_TG

From: Loehlein_AA
Sent: Thursday, March 15, 2012 12:07 PM
To: Giannunzio_TG
Subject: Reconsideration of Vote at Exec committee meeting on 3/12

Subject: Reconsideration of Vote at Exec committee meeting on 3/12

Rae, Supervisors Erickson and Lund contacted me on 3/13 at about 2pm to indicate they wanted to reconsider their votes and change them from "aye" to "nay" on the motion to delete the paragraph containing the limit on the amount of money to be given to the Green Bay RDA for the KI Expansion Project. They do not want to change their votes on the main motion recommending adoption of the resolution. They only want to change their votes on the motion to delete the paragraph. I believe the original vote was unanimous to delete the paragraph so now it will be 3 ayes and 2 nays if my memory is correct. I suppose your report/minutes should indicate Lund and Erickson reconsidered and changed their votes from aye to nay on 3/13. I checked with Chairman Scray and she has no problem with the change. I hope this email is sufficient because I am out of the office 3/15-3/16.

Thanks

John Luetscher
Corporation Counsel

BROWN COUNTY CENTRAL LIBRARY REVOLUTION

MARCH 12, 2012

SUMMARY

RFP ISSUED in 2010 - 30 Responses - Boldt, Sommerville and FGM selected

INITIAL ESTIMATE (000) \$23,400

2012 - TARGET VALUE DESIGN PROPOSAL - BOLDT - \$17,000 plus or minus \$1 million

COMPLETE DETAILED DESIGN INCLUDING ALL DRAWINGS NECESSARY FOR CONSTRUCTION BIDS AND TO OBTAIN ALL STATE AND LOCAL PERMITS.

TIMELINE - 12 MONTHS

DETAILED DESIGN IS DEVELOPED WITH ASSISTANCE OF LIBRARY DESIGN OVERSIGHT COMMITTEE MADE UP OF LIBRARY STAFF, LIBRARY BOARD MEMBERS, COUNTY BOARD MEMBERS, BROWN COUNTY FACILITY EMPLOYEES AND THE PUBLIC

JOINT VENTURES WILL BE IDENTIFIED AND INCORPORATED IN DESIGN

DESIGN COST - \$1,500,000

DETAILED DESIGN WILL BE USED TO REDUCE TAXPAYERS COST BY:

APPLYING FOR FEDERAL ASSISTANCE GRANTS

PUBLIC FUND-RAISING AND NAMING RIGHTS ASSISTANCE

OBTAINING IN-KIND DONATIONS (TECH - FURNITURE ETC,)

DEVELOPING COMMUNITY PARTNERSHIPS - CITY OF GREEN BAY - LOCAL COLLEGES AND SCHOOLS - DOWNTOWN GREEN BAY

2013, 2014, 2015 - CONSTRUCTION - DEPENDING ON COUNTY BOARD APPROVAL

TIMELINE - 18 MONTHS

SUMMARY OF COSTS PRIOR TO GRANTS, FUND-RAISING, IN-KIND, JOINT VENTURES AND OTHER PARTNERSHIPS

COST	-	\$17,000 PLUS OR MINUS \$1 MILLION
LESS : DESIGN	1,500	
SKYLIGHT	330	
ELEVATORS	375	
NET COST	\$14,795	

JOHN HICKEY & KATHY PLETCHER - LIBRARY BOARD TASK FORCE CO-CHAIRS

COMMUNITY FUND-RAISING PROCESS
CENTRAL LIBRARY RENOVATION

March 12, 2012

STEPS

PART OF TARGET VALUE DESIGN PROCESS - PARALLEL

APPOINT LEADERSHIP - COMMUNITY CREDIBILITY IMPORTANT

SET TARGET - REALISTIC - DONORS DO NOT WANT TO BE PART OF FAILURE

IDENTIFY NAMING RIGHTS

SELECT VOLUNTEER LEADERSHIP - TWO CO-CHAIRS

SOLICITATION TEAMS - QUIET PERIOD

MAJOR DONORS - CORPORATE

INDIVIDUAL

FOUNDATIONS

MEDICAL COMMUNITY

SPORTS

ORGANIZED LABOR

EDUCATORS

FRIENDS OF LIBRARY

ANTIQUARIANS

MEDIA

VENDORS

OTHER BUSINESS

POLITICANS (COUNTY BOARD)

EMPLOYEES AND LIBRARY BOARD

PUBLIC CAMPAIGN

TIME PERIOD - TWELVE MONTHS

PARTNER WITH GREATER GREEN BAY COMMUNITY FOUNDATION

GREEN BAY PRESS-GAZETTE

www.greenbaypressgazette.com

435 E. Walnut St., Third Floor
Green Bay, WI 54301

Dear County Board member:

This is a quick note to remind you that the newspaper e-mailed questionnaires last week to all candidates in CONTESTED races for County Board. The questionnaires, which are brief and to the point, were sent to the address you have filed with the Board office.

Information from these questionnaires will be published, in the newspaper and/or online, before the April 3 election.

Your answers need to be returned to me no later than Thursday. If you have any questions, please be in touch before then.

Thank you for your assistance. Please feel free to share this information with others who are running for this important office.

Sincerely,



Doug Schneider, metro reporter
(920) 431-8333

Phone 920-431-8400 Toll free 800-444-0007
Fax 920-431-8379
E-mail localnews@greenbaypressgazette.com



P.O. Box 23430 Green Bay, WI 54305-3430
435 East Walnut St., Green Bay, WI 54301